

# Training Records

| SCHEDULE NUMBER | SERIES TITLE          | DESCRIPTION  | DISPOSITION INSTRUCTIONS             | DATE APPROVED |
|-----------------|-----------------------|--|--------------------------------------|---------------|
| G113            | Annual Training Plans | This series consists of the annual training plans with details about current and future plans for an agency. The training plans are developed, evaluated, and updated based on annual assessments that identify current job related needs. The plans also provide guidance toward comprehensive job related training to all staff. | Hold five (5) years; then dispose.   | 1/18/2018     |
| G202            | Training Events       | Sign-in sheets, announcements, and correspondence. Correspondence and invoices for training provided by a third party must follow Procurement retention schedules.   | Hold three (3) years, then dispose.  | 7/18/2024     |
| G203            | Training Master Files | Development files to include curriculum, presentation material, hand-outs, lecture notes or information compiled for the presentation of the training. Agency should obtain a copy from contractors or vendors who are providing the training for the benefit of the agency.   | Hold until superseded, then dispose. | 7/18/2024     |